



Natural Resources Conservation Service  
655 Parfet Street E200C  
Lakewood, CO 80215-5517

PROGRAM PAYMENT COVERSHEET/CHECK LIST

CONTRACT # \_\_\_\_\_ Checklist Approved DC: \_\_\_\_\_

(Sign & date)

PARTICIPANT \_\_\_\_\_

Verify participants signature is the same SF-1199A, CCC-1200 or NRCS-CPA-1202, NRCS-1245  
MFR REQUIRED if produced as a result of the audit – Officially part of Contract documentation

**ATTACHMENTS** (Please Check Boxes)

☐ **CCC-1200 or NRCS-CPA-1202** Signed CCC-1200 (1997-2006); or NRCS-CPA-1202 (2007 contract forward – Copy necessary that has payment percentages listed per participant. (Verify percentages are correct and 1202 match what is in ProTracts.)

- ☐ First copy attached ☐ Copy previously sent (after 1<sup>st</sup> payment)
- ☐ NRCS-CPA-152 Contract Transfer and/or Payment Share Transfer, if applicable (Verify signature and approval by contracting office)
- ☐ Proof of Legal Entity (state certificate, articles) if entity
- ☐ Signature authority (by-laws, minutes, etc.) and CCC-901/902 if entity or partnership

☐ **Power of Attorney (POA)** Check POA that applies for contract year

- ☐ FSA-211 (FY2009-current; dated 12/17/08)
- ☐ Notarized NRCS-CPA-09 (FY2005-FY2008 contracts)
- ☐ FSA-211 (FY1997-FY2004 contracts)

☐ **NRCS-1245(s)** Signed and Dated – Participant signature; same as on the contract

- ☐ Participant(s) signature & signed DATE
- ☐ Certifying official's electronic signature and approval of CINs
- ☐ Receipts for AM or AA items

☐ **SF-1199A** Signed & Dated – Participant(s) same as contract – 1199A required for all payment share participants.

- ☐ EFT information and ADDRESS is correct and matches **ProTracts**
- ☐ Verify Tax ID/SSN
- ☐ Voided/Cancelled Check

☐ **NRCS-FNM-60** Hardship waiver (Required for each payment with producer's signature and date)

☐ **NRCS-CCC-36** Assignment of payment and corresponding EFT documentation (SF-1199A)

☐ **TSP- Payment** Form CO-ECS-16

☐ **Final** Practice Payment for Contract (check if applicable)

Date Practice Certified in ProTracts \_\_\_\_\_

Date Payment Instructions Completed \_\_\_\_\_

Date Payment Approved in ProTracts by Designated Conservationist \_\_\_\_\_

Date Documentation Sent to State Office \_\_\_\_\_

*Helping People Help the Land*

An Equal Opportunity Provider and Employer

